



KINGSWAY

PRIMARY SCHOOL

‘Making a World of Difference’

Head Teacher Application Pack

September 2026



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CEO

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Welcome

from the Chief Executive Officer

Thank you for taking an interest in the Head Teacher position at Kingsway Primary School.

Kingsway is a school with a strong sense of the community and commitment to help every child flourish. It is situated in Kirkby-in-Ashfield with dedicated staff and children who deserve the very best educational experiences and opportunities. As part of Minster Trust for Education, the school shares our mission that 'Together we help every child to flourish, opening doors to fulfilling futures.' This mission sits at the heart of everything we do and drives our commitment to ensuring every child, regardless of background or circumstance, achieves their full potential.

This is an exciting and important moment in Kingsway's journey. The school is entering a new chapter, with a clear commitment to build on the many strengths that already exist within the school community. Kingsway benefits from a caring and committed staff team, supportive families and a Trust that is fully invested in its future success.

We are looking for an exceptional leader who combines ambition with compassion, and who understands that lasting school improvement is built through strong relationships, clear vision and high expectations. This role presents a genuine opportunity to shape the future of the school, inspire colleagues and make a lasting difference to the lives of children and families.

As part of Minster Trust for Education, you will be supported by a collaborative network of experienced school leaders and education professionals who are committed to working together for the benefit of all our schools. Whilst

the successful candidate will have the autonomy to lead Kingsway's next phase of development, they will do so within a Trust that values partnership, integrity and shared success.

If you are a values-driven leader with vision, resilience and a strong track record of success, we would be delighted to hear from you.



Matthew Parris - Chief Executive Officer
Minster Trust for Education

Our Ideal Candidate

The Kingsway Learning Community...

Pupils say...

- We would like our new Head Teacher to be kind, approachable and easy to talk to if we have a problem.
- We want someone who is visible around the school, visits classrooms and spends time on the playground so they know what is happening.
- We would like a Head Teacher who listens to children, understands how we are feeling and treats everyone fairly.
- We want someone who encourages us to do our best, cheers us on when we face challenges and celebrates our successes.
- We would like a Head Teacher who is positive, has a sense of humour and helps make school a happy place to be.
- We want a Head Teacher who is trustworthy, inspiring and makes sure everyone understands the rules and has the same opportunities to succeed.

Staff say...

- We are looking for a Head Teacher who is approachable, visible and builds positive relationships with pupils, staff and families.
- We want a leader who communicates clearly, listens carefully and ensures that people understand decisions and expectations
- We are looking for someone who is fair, consistent and follows through, helping to create trust and stability across the school.
- We want a Head Teacher who will get to know the school community well and is committed to being part of its future.
- We are looking for a leader who celebrates success and helps staff feel valued and supported.
- We want someone who is reflective and open to improvement, working with staff to identify what is working well and what can be developed further.

About Kingsway Primary School

Kingsway Primary School is a welcoming and inclusive school at the heart of its community. We are proud of our diverse school family and are committed to providing every child with the knowledge, skills and opportunities they need to succeed both now and in the future.

Our pupils are enthusiastic, caring and eager to learn. They benefit from a dedicated staff team who are passionate about supporting children to achieve their potential, both academically and personally. Relationships are at the centre of our work, and we believe that children thrive when they feel safe, valued and supported.

Kingsway has served the community of Kirkby in Ashfield for many years. This is reflected in our site at which the main Victorian school building has been added to with more modern buildings. We also benefit from extensive grounds which provide fantastic opportunities for social time and play. Our team constantly strive to provide the best possible experiences and opportunities for all of our children, supporting them on a journey to become life-long learners. To achieve this, we create a safe, happy, and stimulating environment in which children feel confident to try their hardest and realise their full potential. We encourage and foster independence, within a culture that is highly nurturing, and where we enjoy celebrating individual and collaborative success. We believe that education is a partnership between home and school, and encourage the involvement of parents and carers in all aspects of school life.

As part of Minster Trust for Education, Kingsway benefits from a strong culture of collaboration, school improvement and professional development. The school is currently receiving significant support from Trust leaders and school improvement professionals, creating a strong platform from which the next Head Teacher can lead the school's future development.

Our Vision and Values

At Kingsway we express our vision as:

“Making a World of Difference”.

This vision underpins everything we do and reflects our ambition for every child, regardless of background or starting point.

Our school values of Kindness, Independence and Teamwork are at the heart of daily life. We want every member of our school community to demonstrate kindness in their relationships, independence in their learning and decision-making, and teamwork in the way they work with others. These principles guide our decisions, shape our culture and help us create an environment where both children and adults can flourish.



Our main aim as a school is that the children who attend the school leave equipped with the knowledge, skills and character that will enable them to succeed in the next stages of their education and throughout their lives. Whilst we are committed to this holistic view of education, we are also proud of the academic achievements that they leave us with:

2026 Key Stage 2 outcomes

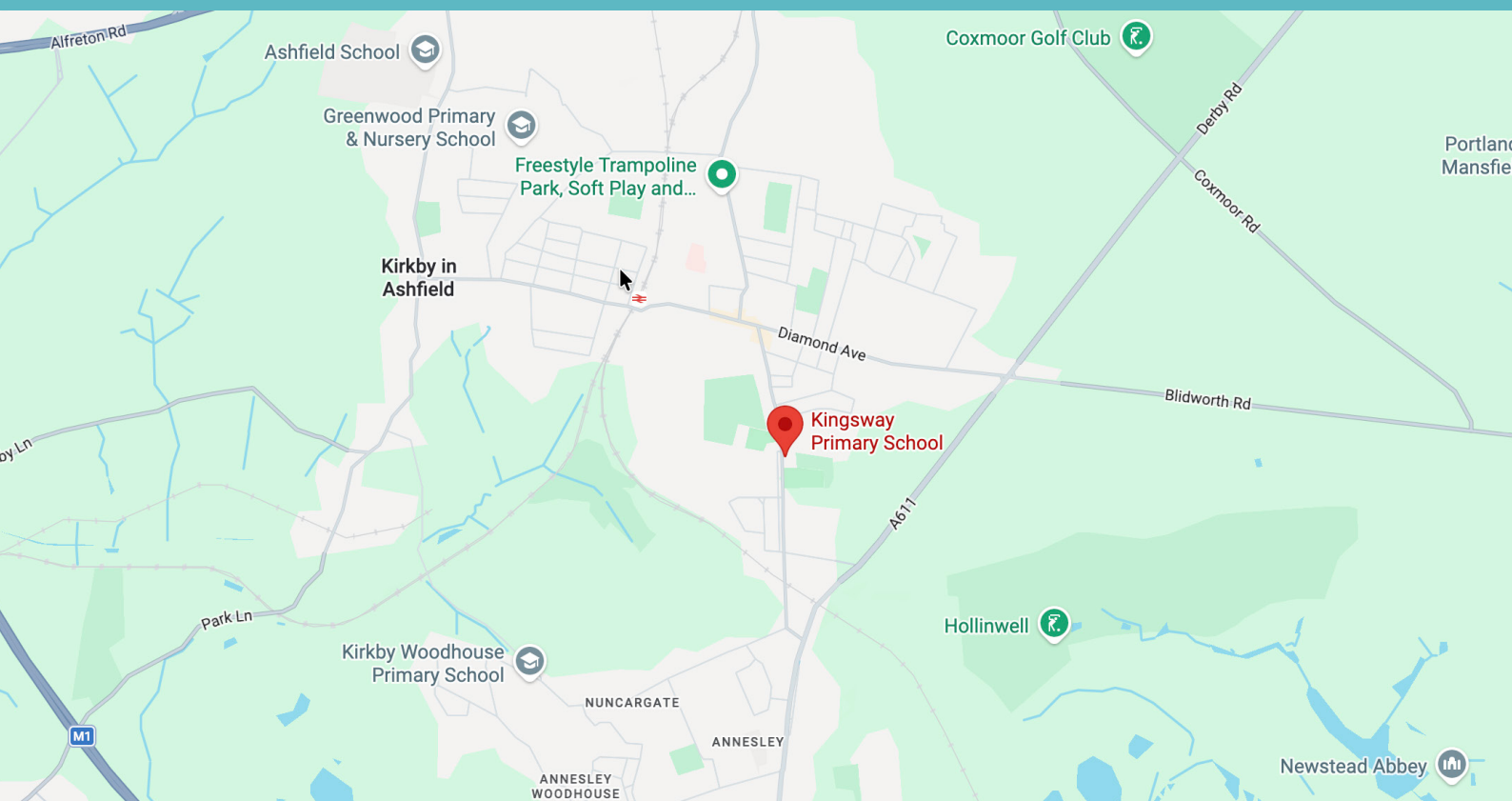
	Reading	Writing	Maths	Grammar, Punctuation & Spelling
Expected	76%	66%	85%	72%

2025-26 Attendance

Our school attendance last year stood at 93.67%. Whilst this remains below the national average for primary attendance, it represents a 3% increase over the last two years. The DFE's 'Similar Schools' Comparison Report' placed us 13th out of 21 similar schools.

Location

Kingsway Primary School is located close to the centre of Kirkby-in-Ashfield. There are excellent road and public transport links to the town, which is a 35 minute drive from both Nottingham and Derby city centres, 20 minutes from Mansfield and 25 minutes from Chesterfield. Regular bus services link Kirkby in Ashfield with surrounding towns and cities and it is also on the Robin Hood railway line between Nottingham and Worksop.



More About Our School

Curriculum

At Kingsway Primary School, learning is at the heart of everything we do. Our curriculum is ambitious, inclusive and values-driven, designed to equip children with the knowledge, skills and understanding they need to thrive both in school and beyond. Built around our values of **Kindness, Independence and Teamwork**, the curriculum combines strong foundations in English and Mathematics with a rich and broad range of learning experiences that promote curiosity, resilience, creativity and critical thinking. We use a combination of well-known schemes such as White Rose Maths and Rocket Phonics in combination with our own bespoke curriculum in a number of foundation subjects. We are committed to ensuring that every child, regardless of their starting point, is supported to overcome barriers, raise their aspirations and develop as confident, responsible citizens who can make a positive contribution to the world around them.

Enrichment

We believe that children learn best when learning is purposeful, memorable and connected to the wider world. Enrichment forms an important part of our curriculum offer, providing opportunities that extend learning beyond the classroom and help children develop socially, culturally and personally. Through a wide range of activities residential visits and other opportunities, pupils are encouraged to broaden their horizons, develop new interests and talents, and build the confidence, independence and teamwork skills that will support them throughout their lives. Enrichment is central to our commitment to helping every child flourish and to our belief that all children can truly “make a world of difference”.

OFSTED

We were last inspected by Ofsted in November 2022 and judged to be ‘Good’ in all evaluation areas. The inspection report recognised Kingsway Primary School as a warm, welcoming and inclusive school where pupils feel safe, supported and valued. The school’s values of Kindness, Independence and Teamwork were seen as central to daily life, with positive relationships between staff and pupils underpinning a strong culture of care and respect. Leaders had high expectations for all pupils, including those with SEND, and provided effective support to help them achieve well. Strengths highlighted included mathematics, early reading, personal development, behaviour, safeguarding and enrichment opportunities. Inspectors identified the need to further embed curriculum delivery and assessment practices to ensure knowledge and skills build consistently over time.

Partnerships

As an outward facing school we learn a great deal from our work with others. Key partners include the Minster Trust for Education, Minster Learning Alliance and the East Midlands East Maths Hub. We also enjoy important and fruitful links with our local community, and the school operates a community hub providing a range of activities, projects and workshops for our families. Kingsway Primary School has been a member of the Minster Trust for Education for three years and benefit from partnerships, visits and collaboration with other schools in the trust. The trust now has fourteen schools, including two infant, one junior, nine primary and two secondary. All MITRE Heads benefit from the expertise of other experienced leaders, with considerable capacity available from both school leaders and the central trust team. We all share our expertise and contribute to the Trust’s ongoing success and development.



Minster Trust
for education



MATHSHUBS
EAST MIDLANDS EAST

Job Description

Head Teacher

Hours : Full Time

Start Date : January or April 2027

Salary : Leadership Scale, L14 to L18

The following job description is based on the Headteachers' standards 2020, which are expected to be fully met by a successful candidate.

Core Purpose

The Head Teacher will provide vision and leadership of the school, working in partnership with staff, governors and the Trust to ensure the school's success. They will create an inclusive culture and ethos underpinned by strong values such that the school is effectively developed and every pupil flourishes. The Head Teacher will create a secure environment, where both pupils and staff can achieve their full potential, with due regard to their safety and welfare. They will constantly strive for excellence in terms of outcomes, care and breadth of experience for pupils. This excellence will be achieved in close partnership with others including MITRE and the Local Governing Body. A forward-thinking mindset with a drive for improvement and the willingness to innovate will be an expectation. Humility, a willingness to serve and care for others will also underpin the Head Teacher's daily practice. The ability to plan meticulously, implement effectively and lead others to realise demonstrable improvements is essential.

Qualities

- Uphold public trust in school leadership by consistently demonstrating the highest standards of professional conduct underpinned by a strong set of moral values.
- Build warm and positive relationships throughout the school and wider community, including with all key stakeholders.
- Always keep the interests of pupils at the heart of all decision making, serving them and their futures.
- Uphold and demonstrate the Nolan principles of Public Life.
- Actively promote, demonstrate and uphold the mission, vision and values of Minster Trust for Education.

Duties and Responsibilities

School culture and behaviour

- Create a daily culture in school to support pupils to flourish - spiritually, academically and through enriching experiences.
- Ensure the highest standards of teaching and learning prepare pupils from all backgrounds for their next phase of education and life.
- Ensure all staff unwaveringly demonstrate the school's values and expectations in their daily work.
- Encourage exemplary standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.

Teaching, curriculum and assessment

- Establish and sustain high-quality teaching across all subjects and phases, challenging and engaging pupils and offering them informative feedback to make excellent progress.
- Ensure teaching is underpinned by subject expertise including the best subject leadership.
- Effectively use quality assurance strategies to build a rich picture of all aspects of provision in the school, using this intelligence to inform strategy, decisions and future plans.
- Ensure the teaching of a broad, structured and coherent curriculum which inspires pupils and builds a love of learning.

- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum, supporting teachers to plan learning experiences and pupils to understand how to improve.
- Ensure the use of evidence-informed approaches to reading so that all pupils learn to read fluently.

Additional special educational needs (SEN) and disabilities

- Promote an inclusive culture and practices so that all pupils can access the curriculum, with teachers employing differentiation skills to support learning for all.
- Have ambitious expectations for all pupils with SEN and disabilities, working closely with families and professionals to meet specific needs.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Leading and managing the school

- Use sophisticated leadership techniques to identify improvement priorities, plan for and implement change such that all aspects of provision are of the highest quality.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a professional duty of care.
- Create a coherent and committed staff team with a clear common purpose, supporting their well-being through the ongoing consideration of workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk with the school compliant in all statutory areas.

Professional development

- Invest in staff and their development, ensuring they have access to high quality professional learning which supports the development of competencies, confidence in their roles and job satisfaction.
- Maintain an up-to-date understanding of education development and priorities, translating these effectively into best practice at school.
- Demonstrate a personal commitment to ongoing professional learning, undertaking training to improve skills and effectiveness as a Head Teacher.

Governance, accountability and working in partnership

- Understand and welcome the role of effective governance, including the acceptance of individual responsibility and an appreciation of delegated responsibilities as part of a MAT.
- Ensure that staff understand their professional responsibilities, supporting and challenging them to meet all areas.
- Work successfully with other schools and organisations with an open-minded approach, willingly learning from others and sharing best practice for the benefit of children at this school and in other settings.

Health and Safety:

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

General

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Head Teacher

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process. All members of staff employed by MITRE must support and promote the Trust's aims:

1. Raising the aspiration of all within MITRE to achieve the very best for all members of its learning communities.
2. Working within MITRE and with the wider community to design and deliver an inclusive, innovative and stimulating curriculum for children.
3. Creating a culture and environment where safeguarding and wellbeing are paramount.
4. Developing and nurturing a collective approach to raising achievement through appropriate challenge and support and a commitment to early intervention.
5. Providing a teaching and learning environment and culture where all feel safe to take measured risks in order to learn and grow.
6. Equipping and developing all professionals engaged in delivering the curriculum with excellent knowledge and skills, through high quality leadership and management so that we grow highly effective staff at all levels to ensure there is strength across the Trust.
7. Sharing our teaching and learning environments whilst enabling each school to develop its own culture, beliefs and ethos as appropriate within the overall MITRE framework.
8. Maximising opportunities to share outstanding resources that underpin the teaching and learning environments across MITRE.
9. Creating development plans (Trust and school) to support the strategic vision which is agreed, shared and consistently applied across MITRE.
10. Ensuring Church Schools are run in accordance with the principles and practices of the Church of England.

Attributes	Requirements	
	Essential	Desirable
Qualifications	• Qualified Teacher Status (W,D) • Evidence of CPD relevant to school leadership and management (W,D) • First degree or equivalent (W,D)	• NPQH (W,D)
Relevant Experience	• Substantial successful teaching experience in the primary phase (W) • Experience of leading and developing staff (W,I) • Substantial successful senior leadership experience in primary phase schools (W,I) • Evidence of the promotion of the welfare and safeguarding of children (I) • Evidence of successfully engaging with parents/carers (W,I) • Experience of the successful development and delivery of strategic plans (W,I)	• Experience in more than one school (W) • Experience of working with governors (W,I) • Experience of recruiting staff to a range of posts (I) • Experience of successful budget management (W,I)

Attributes	Requirements	
	Essential	Desirable
Professional Knowledge and Understanding	• Up to date knowledge of the primary curriculum (I) • Wide knowledge of effective teaching methods and strategies (I) • Understanding of school improvement strategies (I) • Knowledge of current educational legislation and initiatives (W,I) • Knowledge of equal opportunities and commitment in their pursuit (I) • Current and comprehensive understanding of child protection and safeguarding procedures (I)	
Professional Competencies	• The ability to set a clear vision for the school (I) • The ability to think strategically and plan for the future (I) • The ability to drive and manage change (I) • The ability to develop, maintain and work within policies and protocols (W,I) • A competent user of ICT (W) • The setting of high expectations with the ability to challenge underperformance (I) • The ability to motivate and manage a range of staff (W,I) • Refined and effective communication skills (I) • Decisiveness (I) • The ability to delegate effectively and ensure accountability (I) • The ability to develop and maintain appropriate relationships with pupils (I) • The ability to establish and strengthen collaborative partnerships (W,I) • Adaptability and resilience (W,I) • Aspiration for excellence and innovation (I) • Efficiency, excellence organisational skills and task completion (I)	
Other Conditions	• Able to fulfil all aspects of the Job Description (W, I). • Set a good example of professional standards and abide by the Trust's and School's Code of Conduct (W, I). • Must satisfy relevant pre-employment checks (D). • This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check (D).	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: When completing your application please ensure that you provide evidence of how you meet those requirements noted as essential and evidenced by your written application (W). Failure to do so is likely to result in you not being shortlisted for interview.

How To Apply

This is a rare and exciting opportunity to lead a school with a strong sense of community, dedicated staff and children who are eager to learn and succeed. Kingsway is a school with many strengths and a clear commitment to improvement, supported by a highly collaborative Trust that is fully invested in its future. We are looking for an ambitious, values-driven leader who can build on these foundations, develop a positive and thriving culture, and inspire others through a shared vision of excellence. If you are passionate about making a lasting difference to children, staff and the wider community, and believe this could be the next step in your career, we would be delighted to hear from you.

To apply for this post please visit **MyNewTerm** online where you can find all required materials and make an application. This includes a letter (no more than 3 sides of A4) demonstrating why you would be a great leader for Kingsway.

Application Timeline

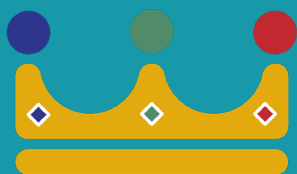


Note: Any offer of employment is conditional on satisfying relevant pre-employment checks in the latest edition of the Keeping Children Safe in Education guidance and Right to Work in the UK legislation. Minster Trust for Education and Nottinghamshire Local Authority are committed to safeguarding children and the promotion of equal opportunities for staff and students. The successful applicant will be required to undertake an enhanced DBS check and complete a KCSIE Declaration.

For support with the application process please contact hr@mitretrust.org.uk

To discuss this post further please contact:
Dave Boothroyd
Strategic Lead for Education - MITRE
Tel: 01636 551108
Email: d.boothroyd@mitretrust.org.uk

Visits to Kingsway Primary School are encouraged. We will endeavour to make sure key leaders and stakeholders will be available to answer your questions and you will have the opportunity to see the school in action. Please book a place with the school directly via office@kingswayschool.org.uk or by calling **01623 408259**.



KINGSWAY
PRIMARY SCHOOL

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